

NOTICE OF VACANCY

AUGUSTA, GEORGIA is presently in the process of recruiting for the position described below. Applications for the positions will be given and taken at the HUMAN RESOURCES DEPARTMENT on:

MONDAY - FRIDAY

9:00 A.M. - 4:00 P.M.

After the recruiting period is expired, the applications will be referred to the respective department.

JOB TITLE:	Project Manager (Architecture)
DEPARTMENT:	Public Works
SALARY:	\$47,260 - \$67,936 Annually

CLOSING DATE: open until filled

MINIMUM QUALIFICATIONS:

BA/BS in architecture, engineering or building construction or related occupational filed of study. 3-5 years in similar position or sufficient experience to perform principal duties and responsibilities, with the ability to understand diverse objectives and functions related to the building process in order to direct and coordinate work. Considerable knowledge of practices and principles of building systems, construction and cost control. Familiarity with state, county, and department policies and procedures, including contract and purchasing procedures. Proficiency in methods, equipment, and tools utilized in building construction and maintenance, interpersonal relations basic accounting and bookkeeping practices. Mastery of using a calculator and computer. Good communication skills, both oral and written. Demonstrated ability to work independently. Possess or have ability to obtain a valid state operator/driver's license for the type vehicle or equipment operated.

MAJOR DUTIES:

Monitors design and construction contracts for new building construction and renovation projects. Inspects projects to insure compliance with plans, specifications and owners intent. Reviews periodic applications for payment. Communicates with staff and elected officials to keep them informed about ongoing projects. Assists in planning related to the construction projects. Prepares RFQ's and Agenda Items. Other responsibilities as assigned by Director.

ROOM 601, MUNICIPAL BUILDING, AUGUSTA, GA 30911, (706) 821-2306

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age national origin, or disability.